



Greenwood County, SC

Job Description

FLSA: Non-Exempt	Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Delinquent Tax Collector	Department: Delinquent Tax Collector	
Pay Grade: 113	Revised: 7/1/15	

General Description

The purpose of this class within the organization is to collect delinquent taxes through the process described in 12-51-40 of SC Code of Law. This process includes levy execution by distress and sale of properties to satisfy the taxes due.

Works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

Essential Functions:

Prepares, according to SC Law, the legal steps required for the Tax Sale such as delinquent notice, certified levy notice, levy sign, collateral list and advertisement in newspaper.

Receives money to redeem properties, writes and mails receipts, creates checks to bidders, creates check file for Treasurer's Office, contacts bidders once the checks are ready and makes deposits to Land Sale Account.

Holds tax sales, signs up bidders, keys in bidders, conducts the sale, balances the money and makes deposits from sale, marks taxes paid with bid money.

Reviews abstract work for tax sales, reads deeds and mortgages to determine ownership and accuracy of the property description.

Assists the general public and government agencies with inquiries and problems regarding the functions and procedures of the Office.

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Additional Duties:

Calculates redemption amounts on properties sold at the tax sale per delinquent taxpayer's requests.

Prepare files and paperwork for the attorney to create tax deeds.

Verifies lienholder information for mobile homes subject to tax sale.

Files and maintains all bankruptcy cases to assure accurate claims filing for tax purposes.

Prepares the annual department budget.

Prepares and maintains accounts remitted for Setoff Debt

Performs related work as assigned.

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Collects, classifies or formats data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Speaks with or signals to people to convey or exchange information of a general nature.





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Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management of a small division; handles supplies of high value or moderate amounts of money consistent with the operation of a small division.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percentages.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads journals, manuals and professional publications; speaks informally to groups of co-workers, staff in other organizational agencies, general public and people in other organizations. Presents training; composes original reports, training and other written materials, using proper language, punctuation, grammar and style.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures, but many variations from the routine.

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Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is very serious – affects the entire organization and the general public or loss of life and/or damage could occur and probability is very likely.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs sedentary work that involves walking or standing some of the time and involves exerting up to ten pounds of force on a regular and recurring basis or sustained keyboard operations.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Handles or uses machines, tools, equipment or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

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Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

None.

Safety of Others:

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. **(Does not include safety of subordinates)**.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

Minimum Education and Experience Requirements:

Requires a Bachelor's Degree in business, liberal arts, or any field other than engineering or the hard sciences. Acceptable degree in finance or accounting.

Requires two years of experience in tax collections and finance OR an equivalent combination of education, training and experience.

Special Certifications and Licenses:

None

Americans with Disabilities Act Compliance

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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